

## LaRC Management Planning Calendar

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
3rd Qtr. Ext. Awards Call <b>Karen Ridlon</b>	Center Team Awrd. Call <b>Karen Ridlon</b>	Semi-Annual Training Call <b>Patsy Campbell</b>	HJE Reid Award Call <b>Karen Ridlon</b>	Call LDP, Admin. & Fellowships <b>Rebecca Howlett</b>	All Service Pools Must Be Fully Funded To 100% Oblig. Metric <b>Tracey Powell</b>
LLSDP Call/formerly MAST <b>Patsy Campbell</b>		SES/ST Mid-Terms <b>Anna Jackson</b>	EEO Awards Call <b>Karen Ridlon</b>	Performance Plan Finals/	
Awards Call <b>Karen Ridlon</b>		Procurement Overview Calls for New Supervisors <b>Patsy Campbell</b>	Value Engr. Award Call <b>Karen Ridlon</b>	New Plans <b>Karen Ridlon</b>	
HR Overview Calls for New Supervisors <b>Patsy Campbell</b>		CFO Overview Calls for New Supervisors <b>Patsy Campbell</b>			
		Floyd L. Thompson Fellowship Selections <b>George Allison</b>			
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
NASA Honor Awards Call <b>Karen Ridlon</b>	Tess Award Call <b>Karen Ridlon</b>	Semi-Annual Training Call <b>Patsy Campbell</b>	Exigencies Call <b>Linda Park</b>	Floyd L. Thompson Fellowship Call <b>George Allison</b>	OPM/Brookings Call for 2nd Half of FY <b>Rebecca Howlett</b>
Bankcard Cut-Off, Last Bankcard Orders for FY for All Serv Pools & G&A Funds <b>Tracey Powell</b>	Phasing Plan Call (next FY) <b>Tracey Powell</b>	SES/ST Finals/Develop New Plans <b>Anna Jackson</b>	Cong. Fellowship Call <b>Rebecca Howlett</b>	Open Enrollment Dental/Vision <b>Linda Park</b>	
OPM/Brookings Call for 1st Half of FY <b>Rebecca Howlett</b>	Finish Millenium Prize Call <b>Karen Ridlon</b>	100% Oblig. Of All Serv. Pools & G&A Funds <b>Tracey Powell</b>	HR Overview Calls for New Supervisors <b>Patsy Campbell</b>	FEHB Program Open Season <b>Linda Park</b>	
LLSDP Calls for Trng. Offer <b>Patsy Campbell</b>		FEI call for upcoming FY <b>Rebecca Howlett</b>		Flexible Spending Account Open Season <b>Linda Park</b>	

### POC Phone Extensions:

George Allison - 42594  
 Patsy Campbell - 43291  
 Rebecca Howlett - 43623  
 Anna Jackson - 42573  
 Linda Park - 42605  
 Tracey Powell - 42897  
 Karen Ridlon - 43194